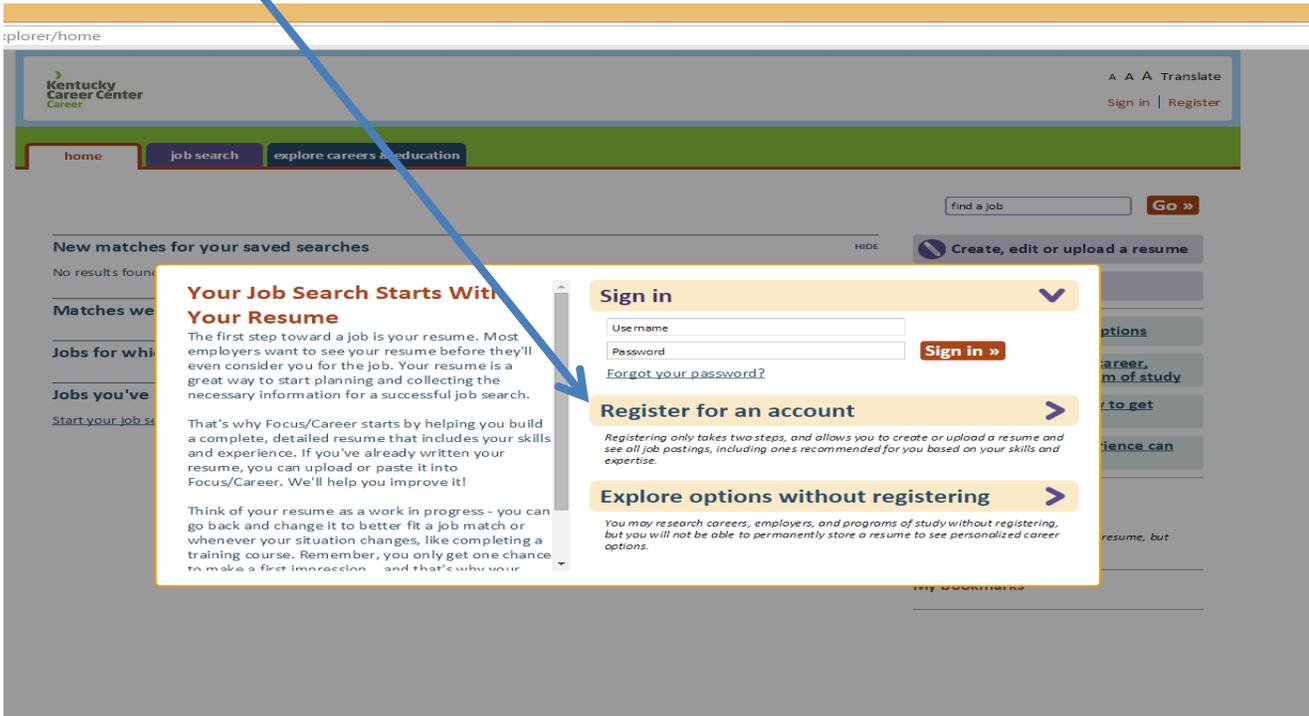
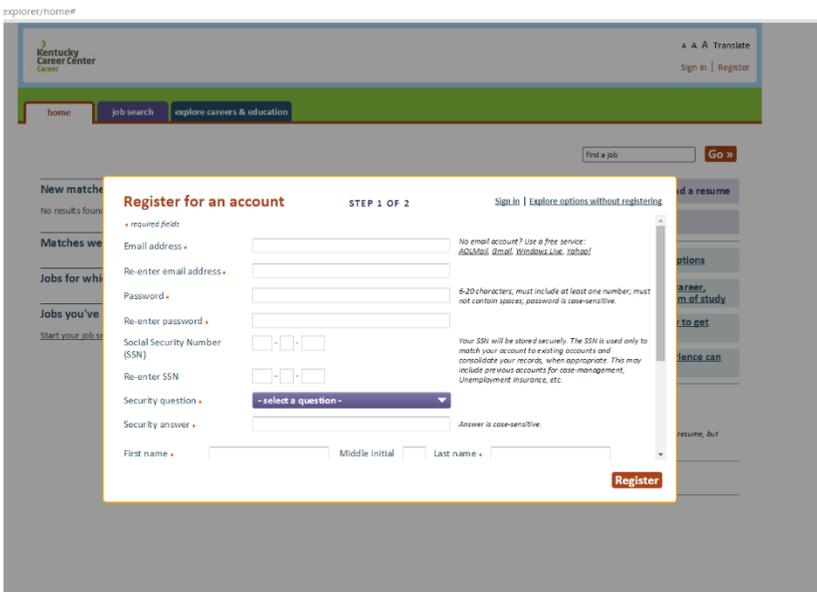


Focus/Career™ User Guide for KYAE Instruction

1. Log on to <https://focuscareer.ky.gov>.
2. Create an account.



3. Complete the log-in information for a new account. Social Security Number is optional.



5. Begin creating a resume. Make a resume from scratch, upload it (scan in a file, upload text file, etc.), or copy/paste a resume from a document file. Most students will need to “Create a Resume”.

The screenshot shows the top navigation bar with the Kentucky Career Center logo and a user profile for "Hi, Susan Roberts" with options for "My account" and "Sign out". Below the navigation bar, there are tabs for "home" and "job search". The main content area is titled "YOUR RESUME" and "Your resume". It includes a sub-header "CREATE A RESUME" with a "Start resume»" button. To the right, there is an "UPLOAD A RESUME" section with a "Browse" button and a "Next step »" button. Further right is a "PASTE/TYPE YOUR RESUME" section with a text area and a "Next step »" button. Blue arrows point from the text above to the "Start resume»", "Browse", and "Next step »" buttons.

6. Work through the resume-building part of the website using the tabs at the top. Students can sign out and sign back if needed, and their work will be saved after each click to the next section.

The screenshot shows the "Create a resume" page. At the top, there is a "Resume title" field with a "Save" button and a "Preview resume" link. Below this is a horizontal navigation bar with tabs: "WORK HISTORY", "CONTACT", "EDUCATION", "SUMMARY", "ADD-INS", "PROFILE", "PREFERENCES", and "REVIEW". Under "WORK HISTORY", there are sub-tabs: "1. Add a job", "2. Job title details", "3. Work activities", and "4. Job description". A "Save & Move to Next Step >>" button is located below the navigation bar. The main content area is titled "1. Add a job" and includes a "required fields" section. It contains several form fields: "Job title", "Employer", "Start date" (with a "I currently work here" checkbox), "End date", "Location" (with "City" and "State" dropdowns), and "Wages/pay unit" (with a "select pay type" dropdown). A "Save & Move to Next Step >>" button is at the bottom right. A "SPECIAL INSTRUCTIONS FOR VETERANS, HOMEMAKERS, VOLUNTEERS, OR THOSE WITHOUT JOB HISTORY" link is also visible.

8. Students may repeat these steps to enter multiple jobs. At this point, draw students' attention to the "job description" section generated by the software regarding the skills inventory entered by the students for the job entered:

home job search

YOUR RESUME

Create a resume

Resume title: Save Preview resume ?

WORK HISTORY CONTACT EDUCATION SUMMARY ADD-INS PROFILE PREFERENCES REVIEW

1. Add a job 2. Job title details 3. Work activities 4. Job description

Save & Add Another Job >> Save & Move to Next Step >>

4. Job description required fields

Edit your job description to personalize it. Your description will be even better if you add very specific descriptions of what you did, in initiatives you led, and your particular accomplishments and contributions. To help you, we've included a list of keywords and statements you may select to add to your description.

Did you wear many hats at this job?
Describe other job activities you performed.

* Demonstrate activities to children.
* Displayed children's work in a manner appropriate for their sizes and perceptual skills.
* Identified children showing signs of emotional issues.

Additional jobs details
Other skills or knowledge sets for this job include:

KEYWORDS

- ages
- assistant teacher
- camp counselor
- child care
- childcare
- children
- Children's
- daycare
- early childhood

STATEMENTS

« Add Refresh

9. The "Enrollment status and education level" section has a place for students to put their NCRC status:

home job search

YOUR RESUME

Create a resume

Resume title: Save Preview resume ? Delete resume

WORK HISTORY CONTACT EDUCATION SUMMARY ADD-INS PROFILE PREFERENCES REVIEW

Save & Move to Next Step >>

Enrollment status & education level required fields

Enrollment status:

Education level:

Degrees and diplomas require fields

Enter 'General' or 'N/A' under Major/Subject if you did not have a major or would like to leave this field unspecified. You will be able to hide graduation dates when you complete your resume.

+ Add another degree - Delete this degree

City: State: Country:

Completed mm/yyyy Currently enrolled; expected completion date mm/yyyy

Courses: Honors: GPA: Activities:

Occupational licenses and certifications

Please only enter occupational licenses or certifications that are completed.

Occupational license or certification: + Add - Delete

Issuing organization: Issue date: mm/yyyy

City: State: Country:

National Career Readiness Certificate™ Credentials

I hold the National Career Readiness Certificate™ from American College Testing. I confirm that I achieved at least a Bronze level for the Applied Mathematics, the Locating Information, and the Reading for Information WorkKeys assessments.

NCRC level: State of issue: Issue date: mm/dd/yyyy

Display my NCRC credentials on my resume

10. The “Summary” section automatically writes a summary based on entered information, or students may write their own:

The screenshot shows the 'Summary' section of the resume builder. At the top left is the 'Kentucky Career Center Career' logo. At the top right, a user profile for 'Hi, Susan Roberts' is displayed with 'A A A Translate' and 'My account | Sign out' links. Below the logo is a navigation bar with 'home' and 'job search' buttons. The main heading is 'YOUR RESUME Create a resume'. A form for 'Resume title' is present with a 'Save' button and links for 'Preview resume' and 'Delete resume'. A progress bar shows steps: WORK HISTORY, CONTACT, EDUCATION, SUMMARY (highlighted), ADD-INS, PROFILE, PREFERENCES, REVIEW. A 'Save & Move to Next Step »' button is visible. Below the progress bar, a message states: 'We created this summary for you based on your resume so far. You may use it as is, edit it below, or omit a summary from your resume.' Two radio buttons are shown: 'Use this summary' (selected) and 'Do not include a summary in my resume'. A text area contains the following text: 'I have 12 years of experience, including as a Sajkdgnnm,A. Most recently, I have been working as a Sajkdgnnm,A at Asdfasdf from February 1988 to November 1999. I hold a hfsadhfkla degree in asdlhfsad from asdfkdajl;'. A 'Revert to original summary' button is at the bottom left, and another 'Save & Move to Next Step »' button is at the bottom right.

11. The “Add-Ins” section allows students to list internships, honors, interests, etc.

The screenshot shows the 'Add-Ins' section of the resume builder. The layout is similar to the previous screenshot, with the 'SUMMARY' step completed and 'ADD-INS' highlighted in the progress bar. The heading is 'YOUR RESUME Create a resume'. The 'Resume title' form and 'Save' button are present. The progress bar shows: WORK HISTORY, CONTACT, EDUCATION, SUMMARY, ADD-INS (highlighted), PROFILE, PREFERENCES, REVIEW. A 'Save & Move to Next Step »' button is visible. Below the progress bar, the text reads: 'Add optional sections to your resume.' A grid of 12 checkboxes is shown: Affiliations, Honors, Interests, Internships, Objective, Personal Information, Professional Development, Publications, References, Technical Skills, and Volunteer Activities. An 'Add sections' button is at the bottom left, and another 'Save & Move to Next Step »' button is at the bottom right.

12. The “Profile” section collects demographic information that is not included on the resume:

home job search

YOUR RESUME

Create a resume

Resume title Save Preview resume Delete resume

WORK HISTORY CONTACT EDUCATION SUMMARY ADD-INS PROFILE PREFERENCES REVIEW

Save & Move to Next Step »

We are required to ask a few demographic questions for federal reporting purposes. **None of the information you supply will display on your resume other than military service.** (You may hide military service on your resume when the resume is completed.)

* required fields

Date of birth mm/dd/yyyy

Employment status

Gender

Ethnicity/Heritage Hispanic or Latino Non Hispanic or Latino Not Disclosed

Race Alaskan or American Indian Black or African American White Asian Hawaiian or Pacific Islander Not Disclosed

U.S. citizen Yes No
To apply for jobs, you must be a U.S. citizen, a permanent resident alien, or authorized to work in the U.S.

Have you traveled doing farm or food processing work during the past year which caused you to be away overnight from your regular home? Yes No

Disability

Military service Yes No

Save & Move to Next Step »

13. Under the “Preferences” section, students can search jobs by a variety of terms, such as location:

home job search

YOUR RESUME

Create a resume

Resume title Save Preview resume Delete resume

WORK HISTORY CONTACT EDUCATION SUMMARY ADD-INS PROFILE PREFERENCES REVIEW

Save & Move to Next Step »

My preferences * required fields

Make my resume searchable to qualified employers Yes No *Your name and contact info will not be displayed – employers will only be able to contact you by confidential email.*

Are you interested in the Bridges to Opportunities training program in the Louisville area? Yes No [More information](#)

Wages/pay unit *The salary information you provide will not appear in your resume and is collected only to help provide you with matches.*

Are you willing to work overtime? Yes No

Are you willing to relocate? Yes No

Work week

Duration

Shift availability Any First (day) Rotating Second (evening) Split Third (night) Varies

Location preferences * required fields

Search within this area of ZIP code

Search this state/city

Only show in-state jobs

Include home-based job postings

Save & Move to Next Step »

14. After reviewing the resume, on the “Review” page, click “Save Resume and View Job Postings” to see what is available in the demographic selected:

Job search results

These results are based on your search criteria. [Review & change criteria.](#)

add words to search for in **Anywhere**

Include all words Include any words

LOCATION: within **50 miles** of ZIP code:

[Save this search to notify me of new jobs](#)

[Widen your net: see matches statewide](#)

[Don't see what you're looking for?](#)

 Job search results include two types of jobs. Jobs posted directly by companies registered with this website, are designated by an icon. Spidered jobs from other companies and job sources, which are not registered or verified by this provider, also are provided for your area. Job seekers should use caution in applying for these jobs, as we cannot guarantee the wages, accuracy of the information, or the validity of the company or job opening.

Showing 1-10 of 10 jobs jobs per page

Page(s) « previous 1 next »

RATING	DATE	JOB TITLE	EMPLOYER	JOB LOCATION	ACTIONS
★★★★☆	Dec 10, 2015	Kids Club Attendant - Downtown	YMCA	LOUISVILLE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 10, 2015	Resident Counselor - Amelias House, And	Home Of The Innocents	LOUISVILLE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 09, 2015	Group Leader - School Age Child Care	YMCA	LOUISVILLE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 10, 2015	Kids Club Attendant - Ymca At Norton Commons	YMCA	PROSPECT, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 09, 2015	Assistant Teacher	Knowledge Universe Incorporated	INDEPENDENCE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 09, 2015	Assistant Teacher	Knowledge Universe Incorporated	INDEPENDENCE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 09, 2015	Infant Teacher	Bright Horizons	LOUISVILLE, KY	Am I a good match? Find more jobs like this Do not display this job again
★★★★☆	Dec 09, 2015	Lead Teacher	Knowledge Universe Incorporated	LEXINGTON, KY	Am I a good match? Find more jobs like this